

Clark County Regional Support Network Policy Statement

Policy No. 09
Policy Title: Assessment – Adult Required Elements
Effective Date: 09/01/2001

Policy: RSN contracted providers shall complete an intake assessment or evaluation within 14 days of a consumer's initial intake appointment. The assessment shall identify strengths, needs and required outcomes in the consumer's own words and be completed collaboratively with the consumer and the consumer's chosen representatives.

References: WAC 388-865 CC RSN/Provider Statement of Work, CC RSN/Provider Contract.

Procedure: To complete an intake evaluation/assessment, providers will need to gather the following information or document as to why certain elements were not obtained. Every effort should be put forth to gather the information over the course of the initial authorization.

1. Comprehensive Intake Assessment required elements:

- a) *Completion of Core Data Elements (Community Mental Health Services-Authorization)
 - b) *Functioning in daily life domains, identifying strengths as well as needs e.g. food, shelter, financial, school/work
 - c) *Medical health
 - d) *Medications
 - e) *Substance abuse
 - f) *Referral to primary care provider
 - g) *Initial individualized service plan, including crisis plan
 - h) Developmental history
 - i) EPSDT referral request
 - j) Psycho-social history and cultural context
 - k) Mental health treatment history, including documentation of what consumers and/or significant others identified as helpful in the past
- Identification of involved professionals from allied systems and documentation of efforts to include input
- l) Desired treatment outcomes of the consumer and consumer's significant others
 - m) Identification of consultation as necessary with the primary care provide

o) Documentation of health insurance, including primary, secondary and tertiary coverage Brief Intake
Assessment Elements: See *

Approved by: _____ Date: _____

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